

New Jersey Workforce Development
WIOA Regional-Local Memorandum of Understanding

This Memorandum of Understanding is entered into by and between the South Jersey Workforce Collaborative, including the New Jersey Local Workforce Development Boards (WDB's) of Atlantic County, Burlington County, Camden County, Cumberland, Salem and Cape May Counties and Gloucester County, hereafter referred to as the Regional Partners.

In consideration of the expectations of Regional collaboration and coordination for mutual undertakings and covenants, under policies set by the Governor, the New Jersey State Employment and Training Commission (SETC), and New Jersey Department of Labor and Workforce Development (LWD), the parties agree as follows.

I. Introduction: Purpose and Background

In accordance with the requirements of Section 106 of the Workforce Innovation and Opportunity Act (Public Law 113-128), the members of South Jersey Workforce Collaborative, with the agreement of the Chief Elected Officials of the member Local Workforce Development Areas, shall undertake Regional Planning activity, development of a Regional Plan and an Agreement as to how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in section 116(c), for local areas or the planning region.

II. Duration: Term of Agreement

This Memorandum of Understanding will cover a period of 4 years with the understanding that the Regional Plan mentioned herein will be modified every two years. This Memorandum of Understanding will begin on February 1, 2017 and end on January 31, 2021.

III. Defined Roles and Responsibilities: Provision of Services

The Regional Partners entering into this Memorandum of Understanding agree to collaborate together on all of the required service activities that make up the activity of the WIOA workforce development system as outlined in the Workforce Innovation and Opportunity Act and the State of New Jersey Combined State Plan for the Workforce Innovation and Opportunity Act 2016. The Regional Partners also agree to coordinate and collaborate on the activities that are presented in the South Jersey Workforce Collaborative Regional Plan including the following menu of activities.

- Develop viable pre-apprenticeship programs and apprentice programs with local businesses in the healthcare industry and other valued industries
- Create career-based programming to develop relationships between K-12 and postsecondary education to improve college readiness.
- Increase Out-of-School Youth programs to focus on career pathways, apprenticeships and post-secondary education

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- Develop programs of student/job seeker and employer engagement that supports the guided pathway and career pathway approach to training and education
- Enhance connections between employers and job seekers through industry sector initiatives
- Develop a partnership framework for ongoing collaboration
- Raise awareness of in-demand skills and occupations among stakeholders
- Enhance program and credential development/alignment with business needs and industry valued credentials
- Expand private sector partnership model for youth programs
- Integrate assessment tools with emerging industry needs

Each Regional Partner will work collaboratively as part of the South Jersey Workforce Collaborative Region to analyze available services and identify areas where access to services through the [Workforce Development](#) system could be improved. The Regional Partners agree to work collaboratively together as the South Jersey Workforce Collaborative Region on continuous improvement of the [Workforce Development](#) system.

IV. Methods for Referral

The Regional Partners and our respective WIOA system partners will conform to all policies of the New Jersey Department of Labor and Workforce Development concerning our method of cross-county referrals of job seekers and businesses. Referrals may be made in person, by fax, telephone, mail or other electronic means including information sharing through the use of state technology systems developed for integrated services and program management as well as other shared software packages or technologies. The effectiveness of the region's referral methods will be reviewed at the scheduled meetings of the Regional Partners.

V. Deliverables:

The Regional Partners commit to support each of the Region's WDBs in achieving the required WIOA performance outcomes and all State of New Jersey performance requirements.

VI. Reporting:

The Regional Partners commit to adhere to all Federal and State reporting processes as released or developed by State policy. We will specifically report on program performance as part of the bi-annual WDB certification/re-certification process and will report together on Regional requirements in keeping with Policy being developed by the SETC and LWD.

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VII. Funding and Operating Cost

The **Workforce Development** system will be funded primarily through allocations to Local Areas within the Region from Workforce Innovation and Opportunity Act funds, and State funds allocated to the local operations. All regional activities and procurement for professional services will be financially supported by each local area within the region. Each local area will be provided a **cost sharing document** which will specify the amount and the details of how cost will be allocated to each local area **for each event/activity**. **Each local area agrees to pay their share of the cost regardless of the level of local area participation in the event/activity**.

All **local area** partners assure they will collaborate and work with the State to ensure funding of operational cost pursuant to Federal and State **and MOU** guidelines.

VIII. Partner Collaboration and Decision-Making

The Regional Partners attest that they have followed the guidelines from the New Jersey State Employment and Training Commission for the One-Stop infrastructure funding process.

The Regional Partners have agreed that Camden County Workforce Development Board shall serve as the lead entity and lead contact for regional reporting and communications with the SETC and LWD.

All decision made by the Regional Partners shall be done by consensus. In the event a consensus cannot be reached, the matter at hand will be referred to the members of the individual Local Area Workforce Development Board of Trustees.

Other leadership structures and roles will be identified as needed upon completion of the One-Stop Operator procurement process.

IX. Modification Process, Renewal, and Termination

- a. The parties may modify this Memorandum of Understanding consistent with applicable laws and policies. Such modifications shall be made by mutual written agreement of the parties at any time.
- b. This Memorandum of Understanding shall be reviewed not less than once every three-year period to ensure appropriate delivery of services, strategies in line with current Regional needs, and equitable levels of funding across the REGION as appropriate.
- c. This Memorandum of Understanding may be renewed under the same terms and conditions, subject to the approval of all parties. The term may not be longer than the original term.
- d. The terms of this agreement are severable such that if a term or provision is or becomes invalid, the remainder of the provision shall continue to be valid.
- e. Either party may terminate this agreement at any time within 60 days written notice.

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- f. This agreement constitutes the entire agreement and there are no oral or other representatives regarding the subject of this agreement that are binding on either party. All changes to this agreement must be in writing and signed by both parties.

X. Equal Employment Opportunity and Nondiscrimination

The parties to this Memorandum of Understanding commit to comply with all nondiscrimination and Equal Employment Opportunity provisions of Section 188 of the Workforce Investment Act and its implementing regulations at 29 CFR Part 37.

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Authorization – Atlantic County

In Witness Whereof, the parties have, through their duly authorized Chair of the local Workforce Development Board and the Chief Local Elected Official, entered into this Memorandum of Understanding. The parties, have read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures, dated below, and hereby agree to the terms thereof.

Signature - Chair of the Atlantic County Workforce Development Board

Printed Name

Date

Signature - Chief Local Elected Official for Atlantic County

Printed Name and Title

Date

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Authorization – Burlington County

In Witness Whereof, the parties have, through their duly authorized Chair of the local Workforce Development Board and the Chief Local Elected Official, entered into this Memorandum of Understanding. The parties, have read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures, dated below, and hereby agree to the terms thereof.

Signature - Chair of the Burlington County Workforce Development Board

Printed Name

Date

Signature - Chief Local Elected Official for Burlington County

Printed Name and Title

Date

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Authorization – Camden County

In Witness Whereof, the parties have, through their duly authorized Chair of the local Workforce Development Board and the Chief Local Elected Official, entered into this Memorandum of Understanding. The parties, have read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures, dated below, and hereby agree to the terms thereof.

Signature - Chair of the Camden County Workforce Development Board

Printed Name

Date

Signature - Chief Local Elected Official for Camden County

Printed Name and Title

Date

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Authorization – Cumberland, Salem & Cape May Counties

In Witness Whereof, the parties have, through their duly authorized Chair of the local Workforce Development Board and the Chief Local Elected Official, entered into this Memorandum of Understanding. The parties, have read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures, dated below, and hereby agree to the terms thereof.

Signature - Chair of the Cumberland, Salem & Cape May Counties Workforce Development Board

Printed Name

Date

Signature - Chief Local Elected Official for Cumberland County

Printed Name and Title

Date

Signature - Chief Local Elected Official for Salem County

Printed Name and Title

Date

Signature - Chief Local Elected Official for Cape May County

Printed Name and Title

Date

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Authorization – Gloucester County

In Witness Whereof, the parties have, through their duly authorized Chair of the local Workforce Development Board and the Chief Local Elected Official, entered into this Memorandum of Understanding. The parties, have read and understood the foregoing terms of this Memorandum of Understanding, do by their respective signatures, dated below, and hereby agree to the terms thereof.

Signature - Chair of the Gloucester County Workforce Development Board

Printed Name

Date

Signature - Chief Local Elected Official for Camden County

Printed Name and Title

Date